

Heritage Grants Program



Introduction

The Heritage Grants Program was established in 1991 and was administered by City staff with applications reviewed by a volunteer board. In 2008, the Central Okanagan Heritage Society (COHS) was awarded the contract to administer the grants program.

The intent of the program is to recognize the value of Kelowna's built heritage. Through the granting process, financial support is extended to assist with the upkeep of properties listed on the City of Kelowna's Heritage Register.

Purpose

The City of Kelowna's Heritage Grants Program promotes the conservation of residential, commercial, industrial, institutional and agricultural heritage buildings by assisting owners with grants for a portion of the costs incurred in conservation work.

Amount of Money Available

Approximately \$38,300 in total is available for distribution annually from the City of Kelowna.

Eligible Applicants

Any property listed on the Kelowna Heritage Register is eligible to apply for this program. This program is limited to exterior and building foundation (stabilization) work.

The conservation work should recognize the importance of "Character-defining Elements" as documented in the Heritage Register Record (Statement of Significance- SOS) for the property. This Record can be accessed at [Heritage Register Record](#).

- Heritage Designated properties will be given first priority in the granting program. Residential properties will receive second priority, followed by non-residential buildings.
- Grants will not be given for work undertaken prior to a successful grant application.
- Municipal property taxes must be fully paid (if applicable).

2025 Submission Deadlines

Application and Completion Deadlines:

- **March 20th**
- **June 5th**
- **September 11th** (New Applications will only be accepted if funds are still available)
- **November 6th** (New Applications will only be accepted if funds are still available)

There is limited funding available. An application to the program does not guarantee that funding will be provided.

For more information, please contact Lorri Dauncey at ldauncey.cohs@telus.net

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Program Details

The maximum available funding is dependent on the building:

- Buildings with a Heritage Designation are eligible for grants to a maximum of \$15,000 per 3 year period.
- Buildings listed on the Kelowna Heritage Register are eligible for grants to a maximum of \$9,000 per 3 year period.

Grants for exterior conservation work:

- Qualifying projects include: roof repairs and replacement; prep & new paint; window (including storms), door, siding, trims, and porch conservation work; and foundation repairs.
- Approved grants will not exceed 50% of the cost of the work to be done (exclusive of GST).
- All new roofs require a final inspection by a certified roof inspector (RCABC).
- Heritage paint colour schemes using the *True Colours- Historical Paint Colours for Western Canada* palette are required. Exceptions MAY be considered on a case by case basis and as approved by the Committee.
- Paint must be high quality and a minimum of two coats. Appropriate prep for a heritage building is required. This includes NO PRESSURE WASHING.
- Prior to the commencement of work, any required permits must be in order. A building permit is not required for exterior painting work or a new roof. A building permit may be required for other exterior conservation work. Approval of a grant does not replace the requirement to obtain the appropriate permits.

Except for special circumstances, original materials are to be used. Compatible adaptation of modern materials may be considered on a case by case basis.

Documentation Needed For Online Application

ALL Applicants need the following for the online process:

1. All applicants need to include current high quality photographs (jpeg format, 500 kb to 1 MB) of the heritage property, and specifically of the area where the work is to be done, in their application. These should include a jpeg of each façade- the front, back, and sides of the building and details that show the condition of materials of the area that is part of grant applying for.
2. Two PDF format quotes (refer to [Owner & Contractor Quote Checklist](#)).
3. Upload the Statement of Significance (SOS) from the [Heritage Register Record](#) and save as a pdf to be included with your application.

Additional documentation for specific types of projects:

Grants for exterior painting: (prepare prior to applying online)

As well as the required documents for all applications (listed above), applicants applying for a grant for exterior painting of a heritage property need to include in their application:

- Heritage colour scheme based on the [True Colours- Historical Paint Colours for Western Canada Palette](#) brochure.
- Estimate of costs if work is to be done by the owner (up to 100% for materials only).
- Two quotes if work is to be done by a contractor. The estimates should clearly indicate a minimum of two coats and that prep will NOT include pressure washing.

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Grants for roof repairs and replacement: (prepare prior to applying online)

As well as the required documents for all applications (listed above), applicants applying for a grant for a new roof or roof repairs on a heritage building need to include in their application:

- Proposed colour and roofing materials.
- Two contractor quotes. Roof Inspection fee may be submitted.
- Minimum one year warranty for labour and materials AND a roof inspection undertaken by a certified roof inspector is required; a written copy of the warranty and the Roof Inspection Report WILL be required with the “Declaration of Project Completion”.

Grants for exterior conservation & foundation work: (prepare prior to applying online)

As well as the required documents for all applications (listed above), applicants applying for a grant for exterior conservation and foundation work of a heritage property need to include in their application:

- Quotes of costs from two contractors.
- Minimum one year warranty for labour and materials MAY be required; a written copy may be required with the “Declaration of Project Completion”. If a warrantee for labour and/or materials is needed, this will be stipulated in the grant approval letter.

Requirements for the Online Completion Process:

At the completion of the work, the grant money will be allocated when the online “Declaration of Project Completion” form and detailed requirements are received by one of the submission deadlines. A site visit will be undertaken by a committee member. Once the work is reviewed and approved by the committee, payment will be mailed out to complete the grant.

The following is required for the online form:

- Photographs of the each facade of the building and details of the work completed.
- All Receipts (Invoices showing a \$0 balance or marked as 'Paid in Full' with an authorized signature will also be accepted)
- Warranties and Roof Inspection Report (for new roofs and if it is a condition in approval letter)
- Any other requirements listed in the approval letter.

Timelines & Procedures

1. Once an online application has been received by one of the deadline dates, it will be screened by the City of Kelowna Heritage Grants Program manager to ensure the application is complete.
2. The application will be reviewed by the City of Kelowna Heritage Grants Committee.
3. When an application is approved or declined by the Committee, the applicant will be advised in writing and by email.
4. Prior to the commencement of work, any required permits must be in order. A building permit is not required for exterior painting work or a new roof. A building permit may be required for other exterior conservation work. Approval of a grant does not replace the requirement to obtain the appropriate permits.
5. The successful applicant must have the work completed within one year of the grant being awarded. An applicant may ask for an extension in the case of unforeseen circumstances.
6. No application may, in any manner, be considered to form a contractual or other obligation on the part of the City of Kelowna or the Committee.

The online City of Kelowna Heritage Grant Program application can be accessed on the city website. Follow the instructions to register in order to view the program and to apply.

cityofkelownagrants.smapply.ca